How to Manage Staff Member Pay Rates

Payroll · https://cclearninghub.co.uk/docs/how-to-manage-staff-member-pay-rates/

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Kieran Worth

This guide explains how to view and manage **staff pay rates** within the **Payroll App**. In the **Pay Rates** section, users can:

- Select a **staff member** and view their payroll details
- Edit key information such as **payroll number**, **bank details**, **tax code**, and **year-to-date (YTD) pay and tax**
- View all **roles assigned** to the staff member and their associated pay rates
- Assign or update a **pay band** for a role
- Set an **effective start date** for pay changes
- Compare **previous and new pay rates** before confirming changes
- Review **pay band history**, including who made changes and when

The system allows you to manage pay structures accurately by linking staff roles to pay bands and maintaining a clear history of changes. Keeping pay rate information up to date ensures:

- **Accurate payroll calculations**
- **Correct staff payments**
- **Clear audit trails for pay changes**

Follow the steps below to update payroll details and manage pay bands for staff members.

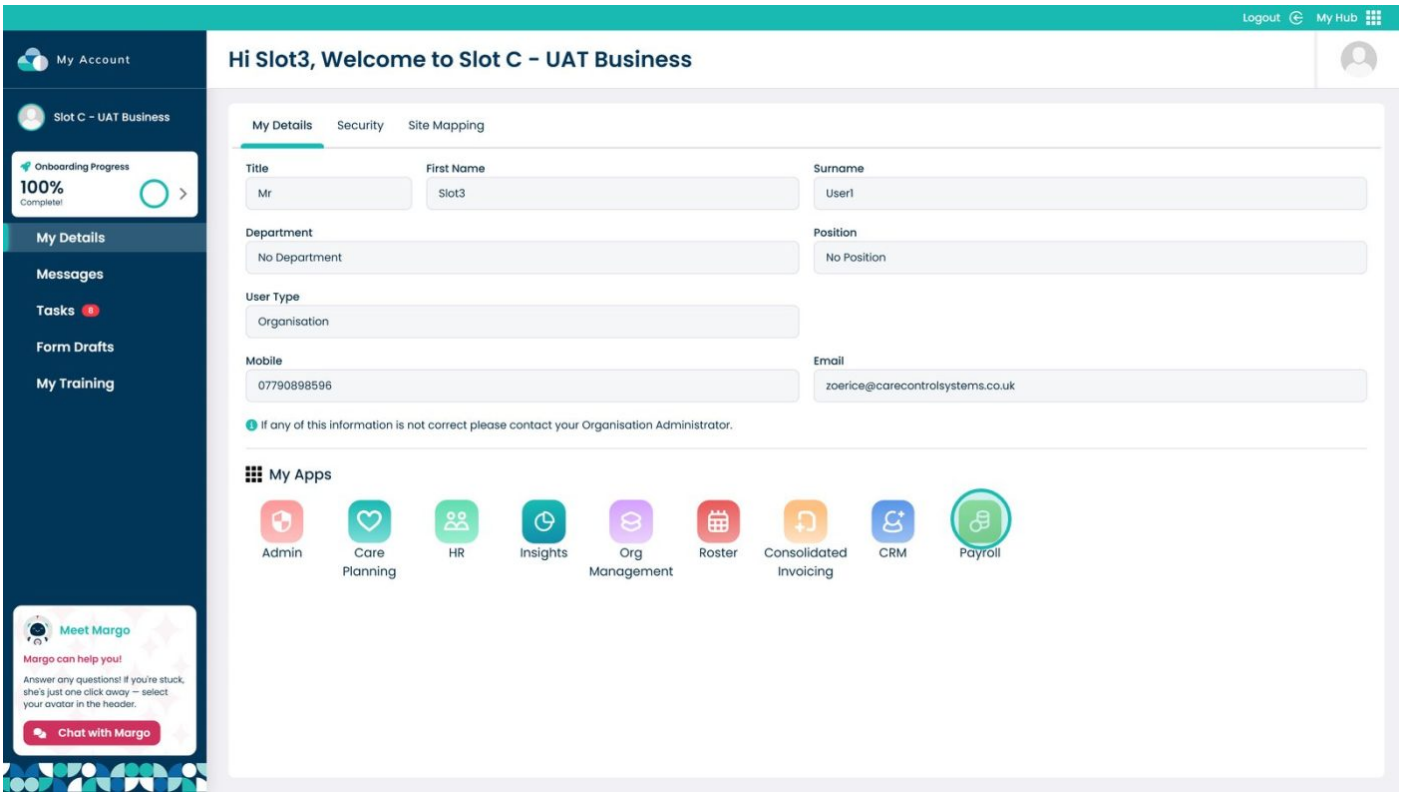
Interactive Guide

Embedded media:

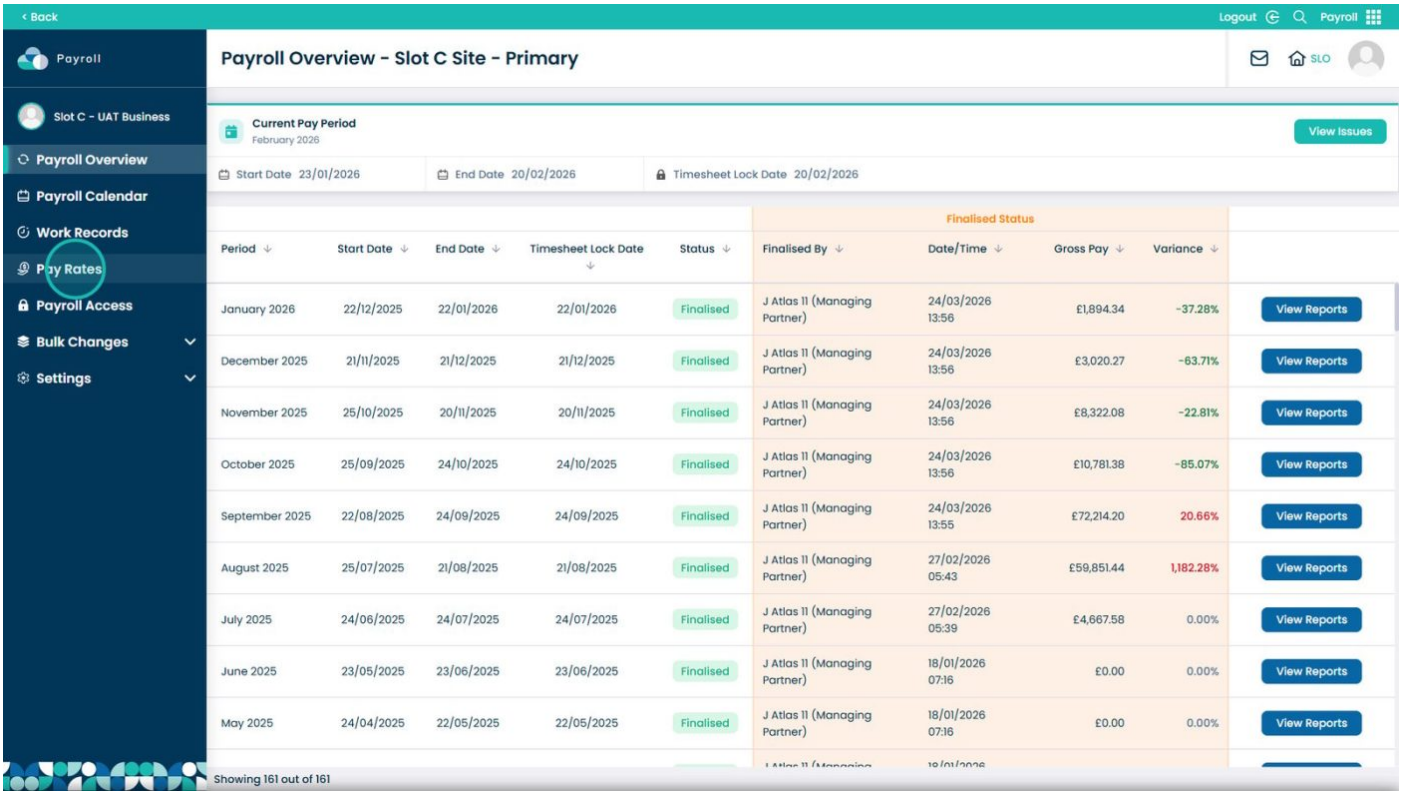
https://demo.arcade.software/mnQbKuhjJdGwOqxld4il?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

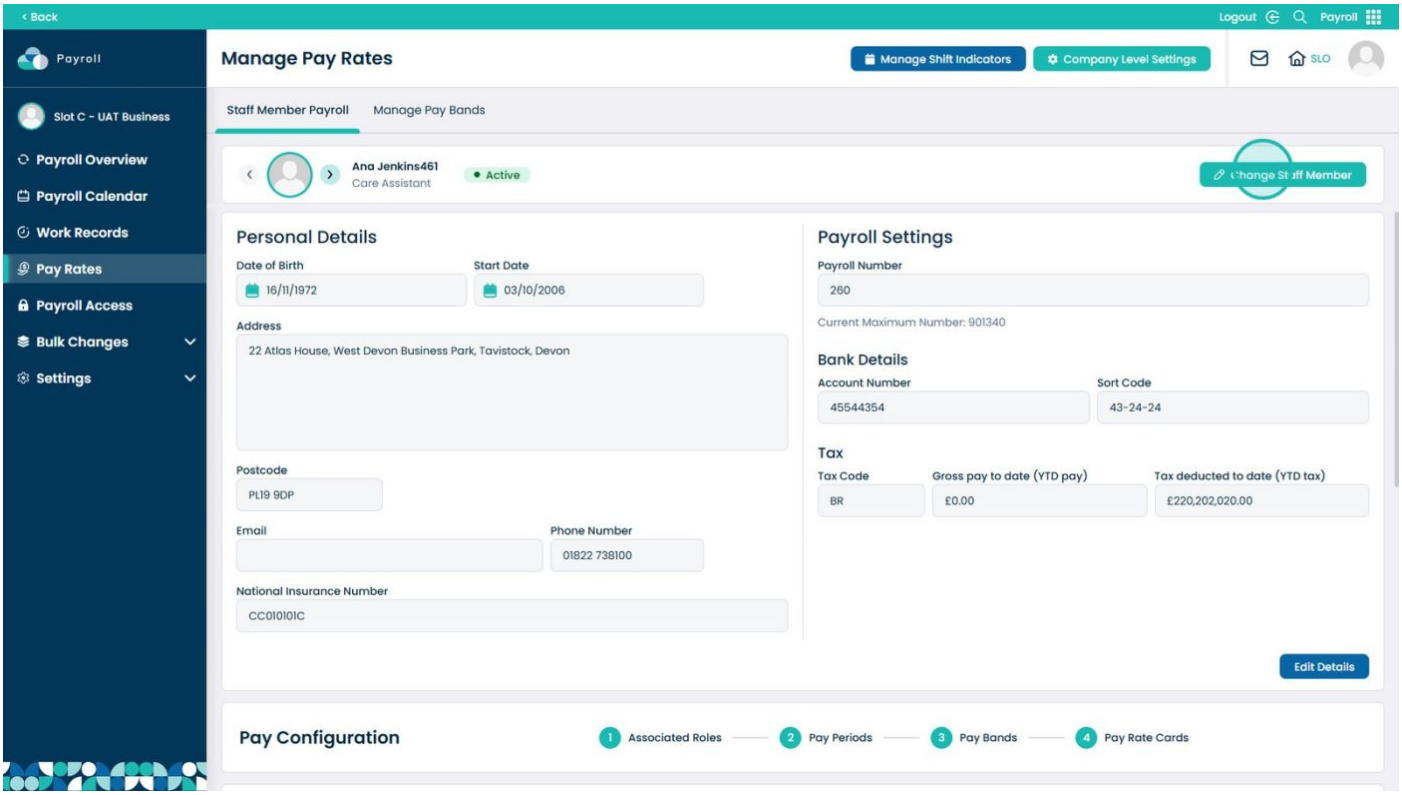
Enter the Payroll App



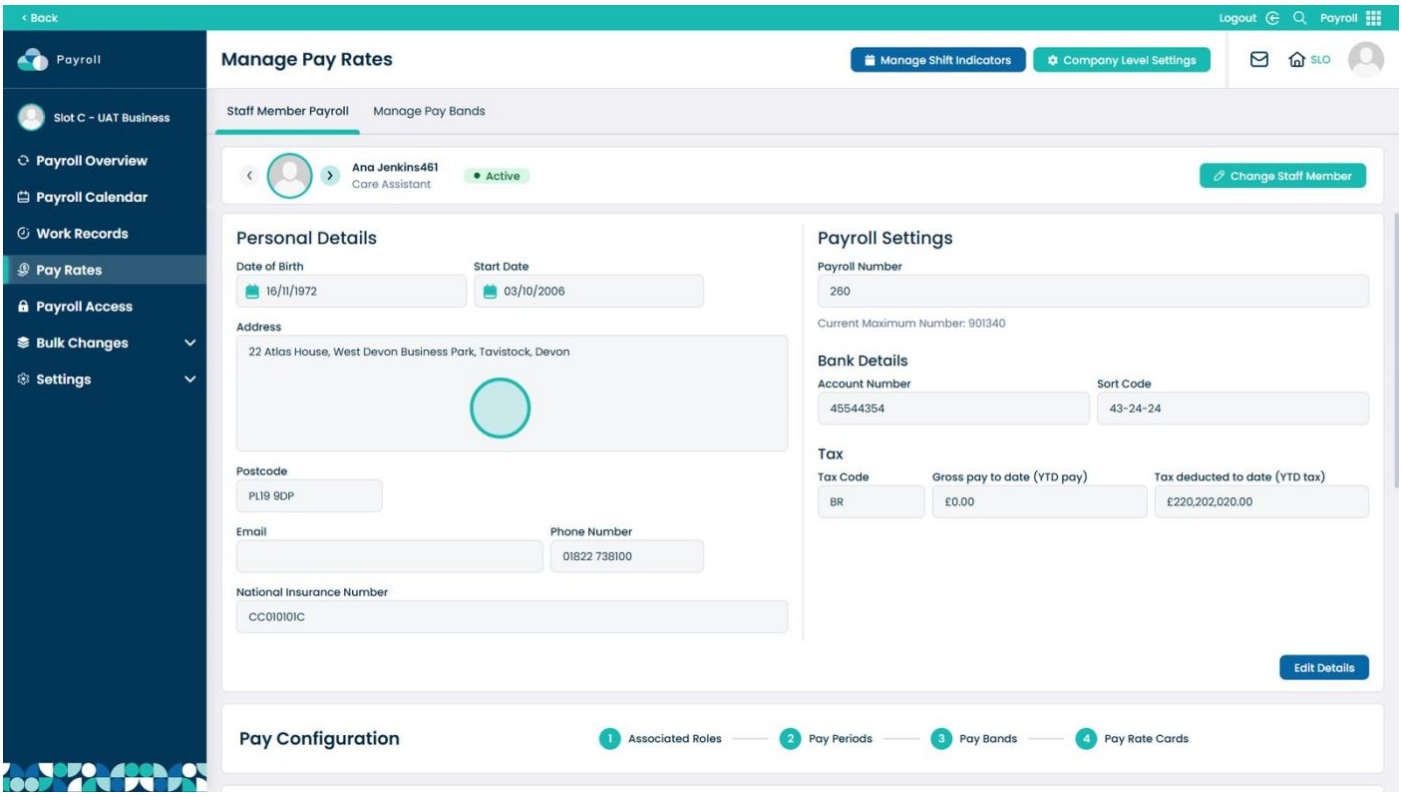
Open the Pay Rates section



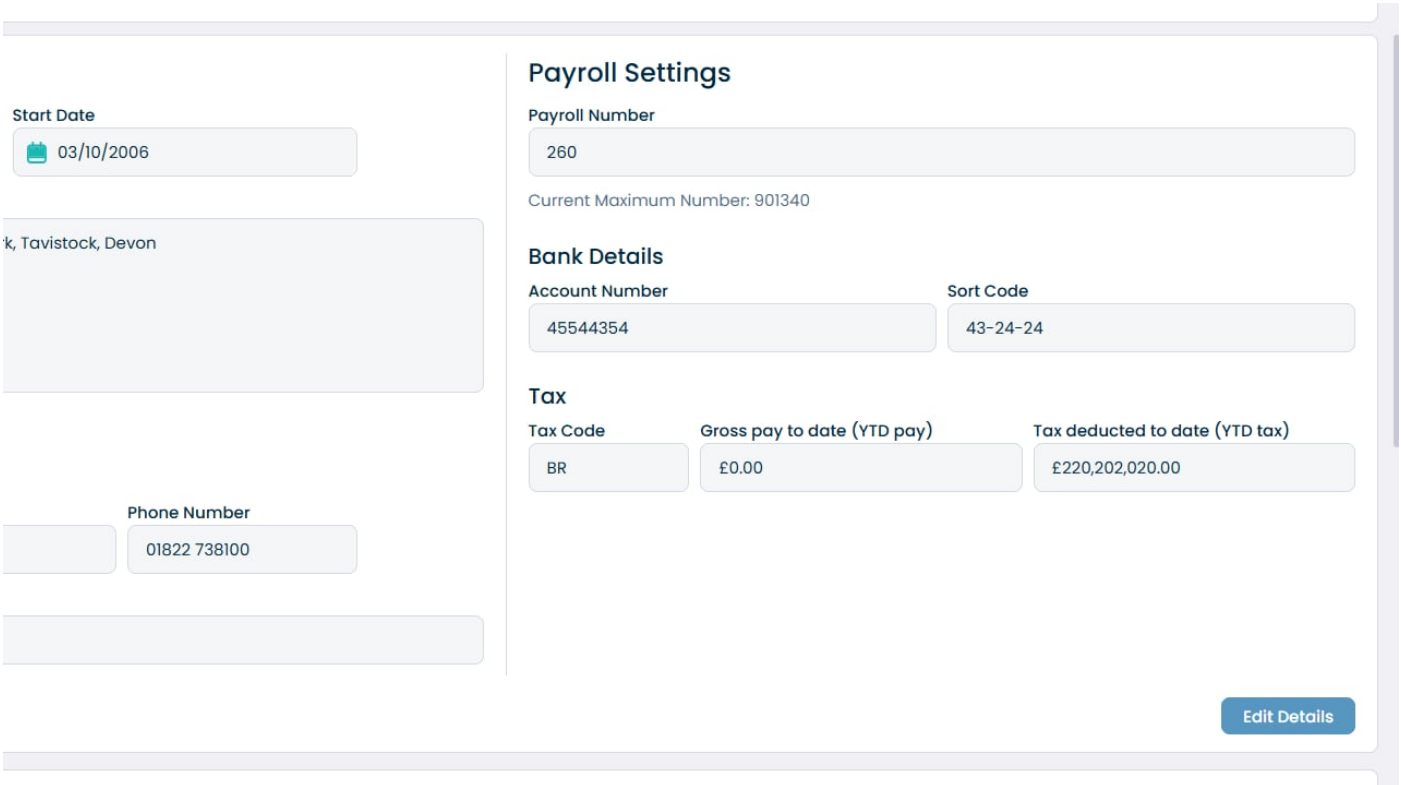
Select a staff member using Change Staff Member



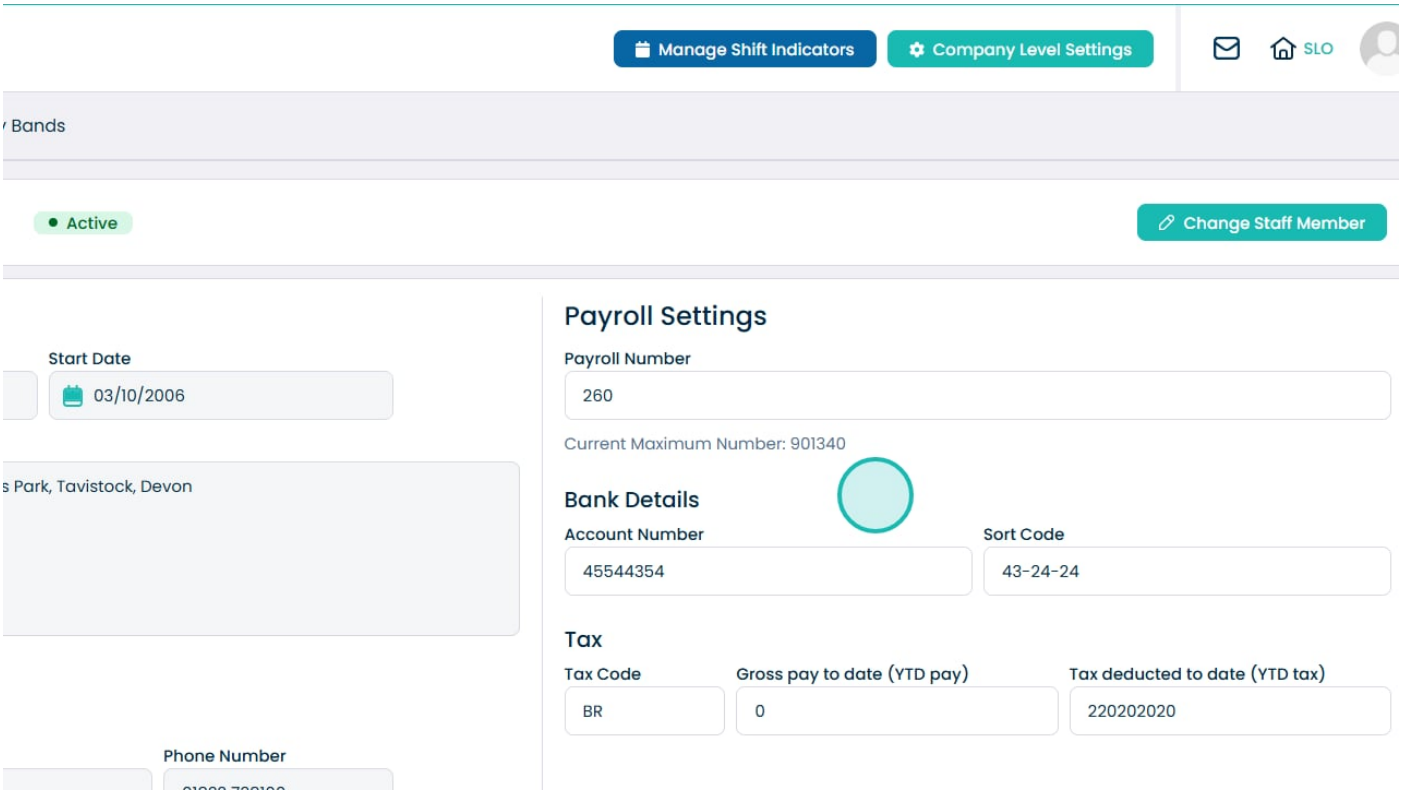
Review staff details (automatically populated from HR)



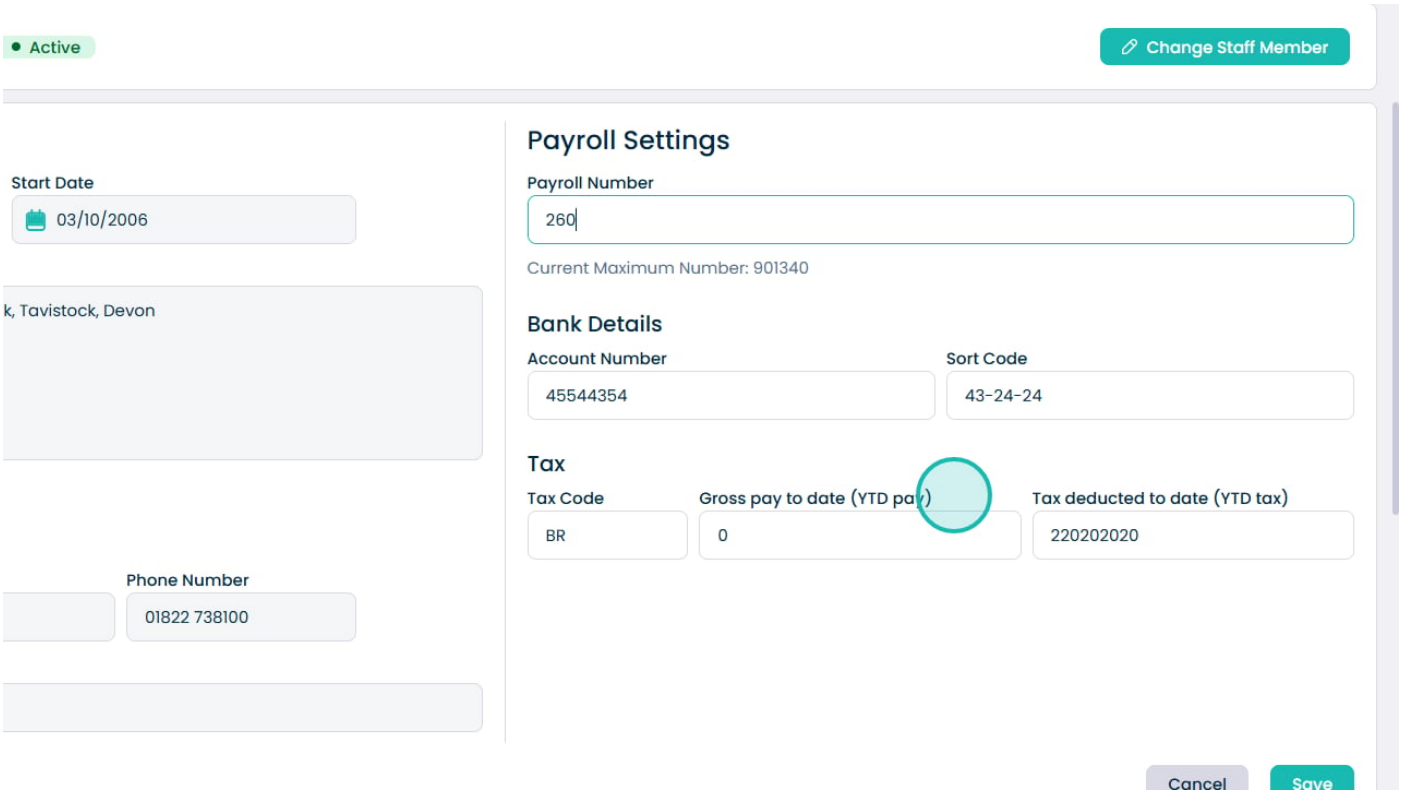
Edit payroll details



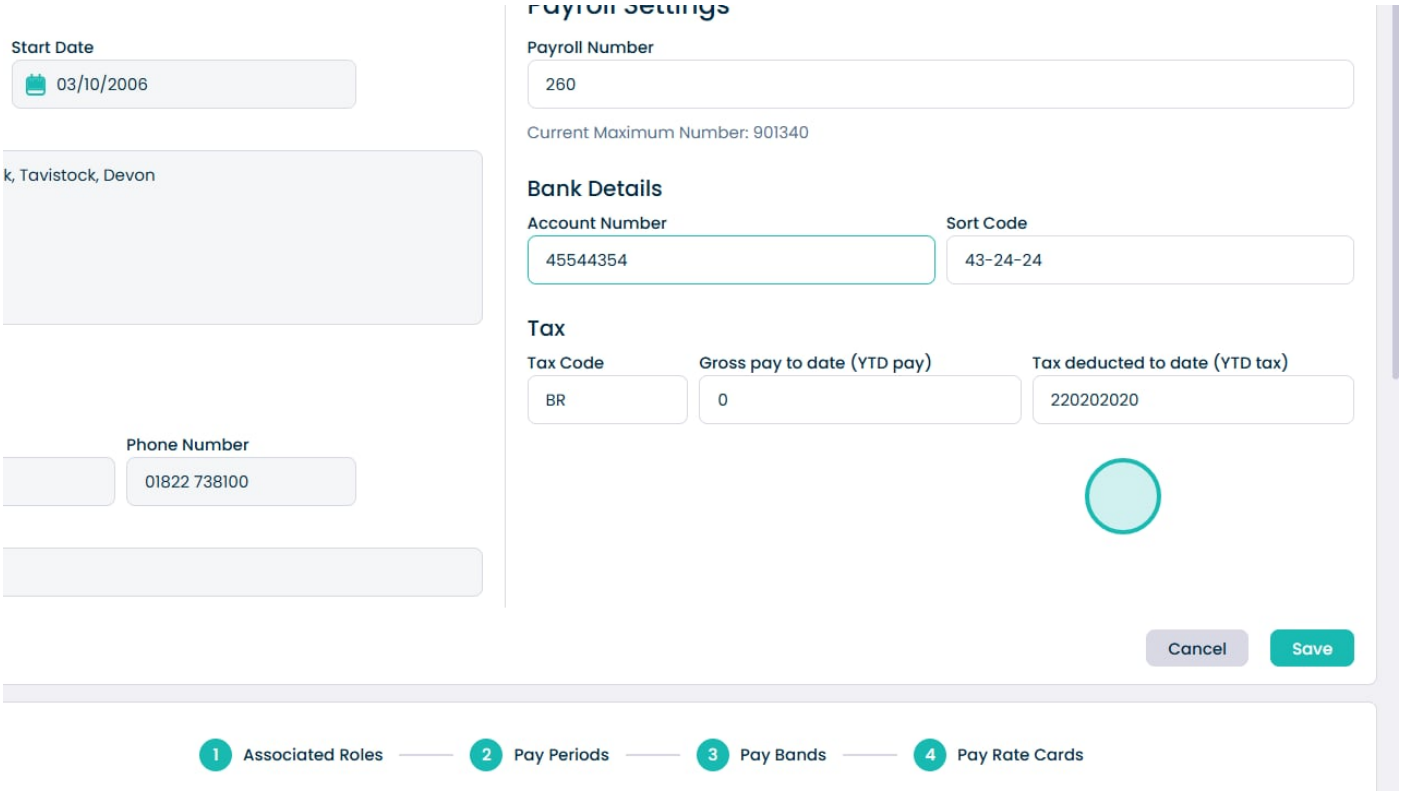
Enter or update the payroll number



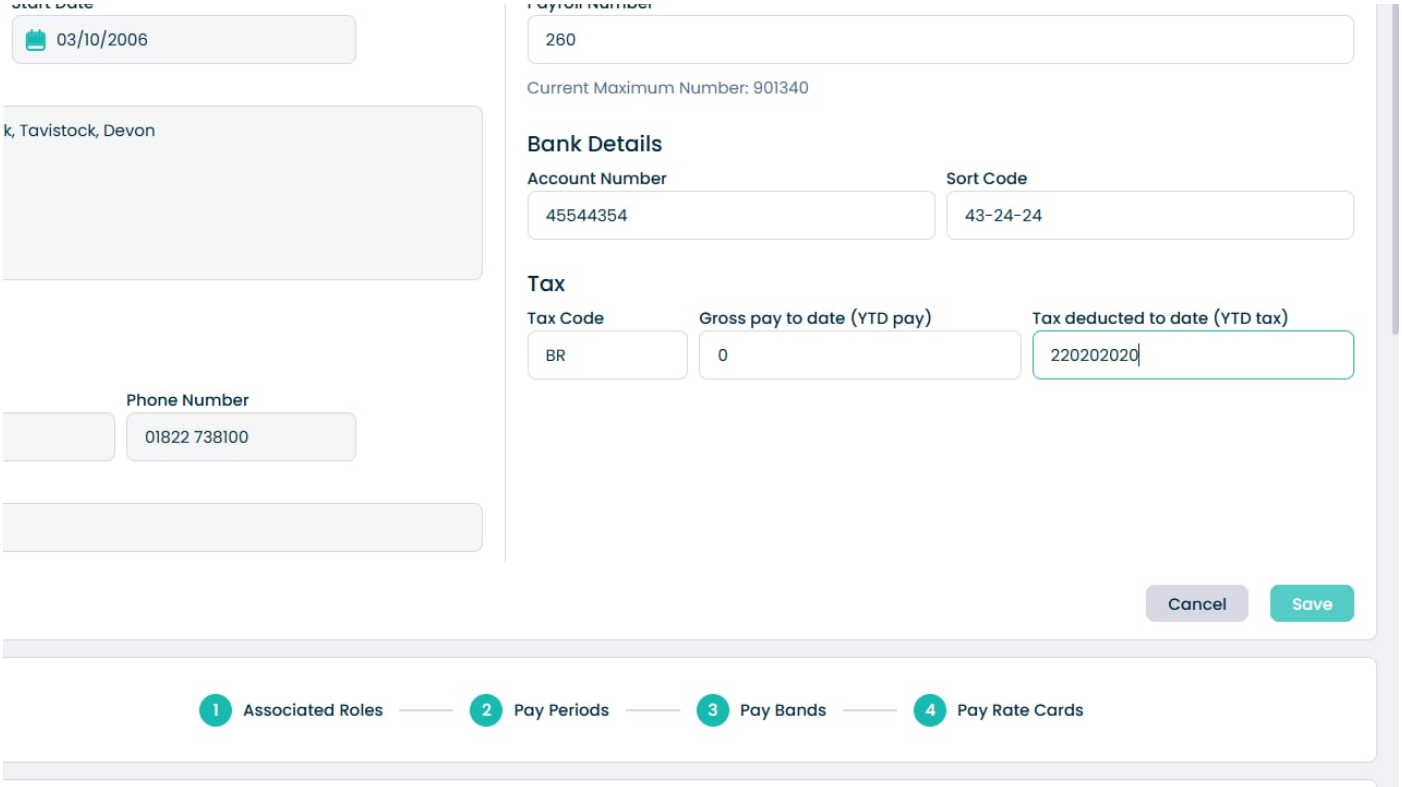
Enter or update bank details



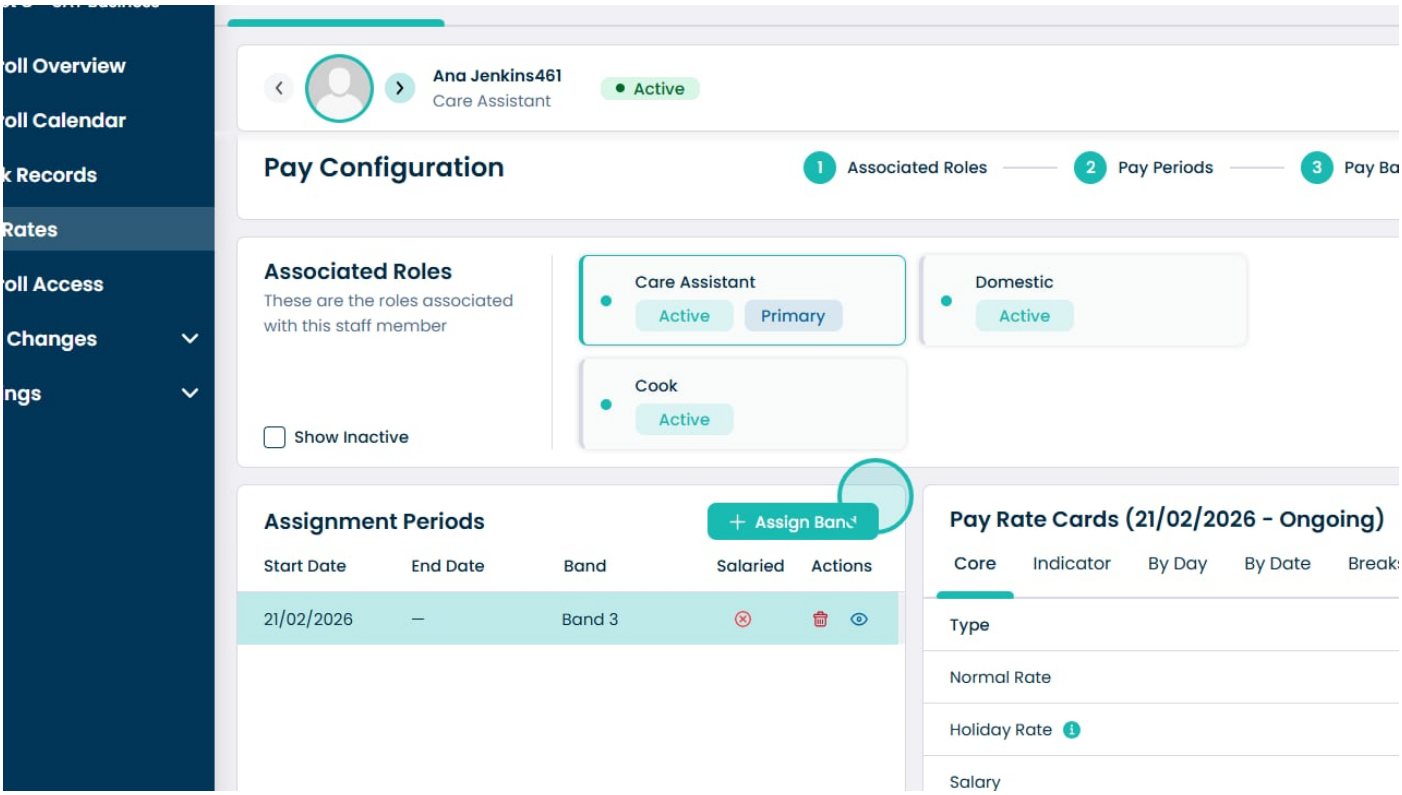
Enter tax code and year-to-date values



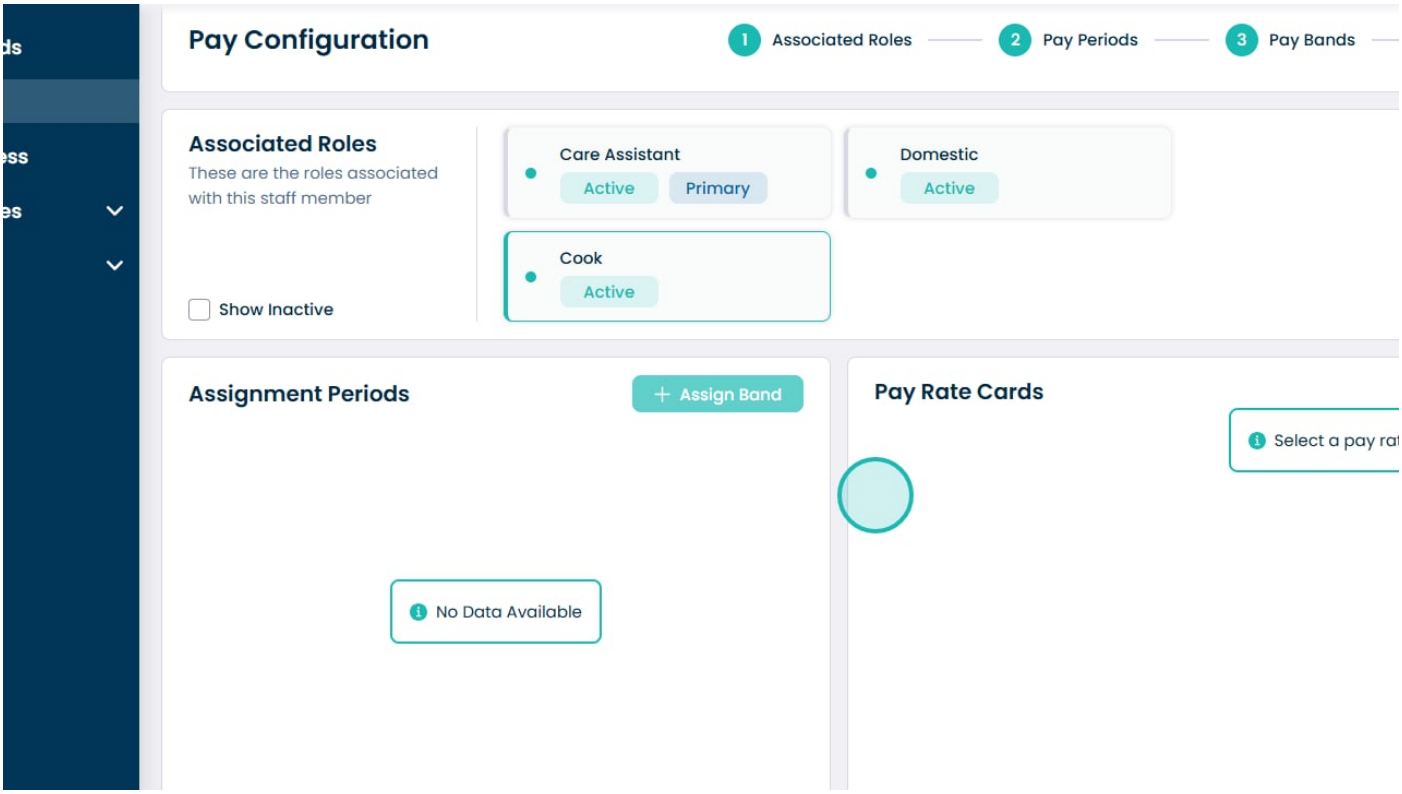
Save payroll detail changes



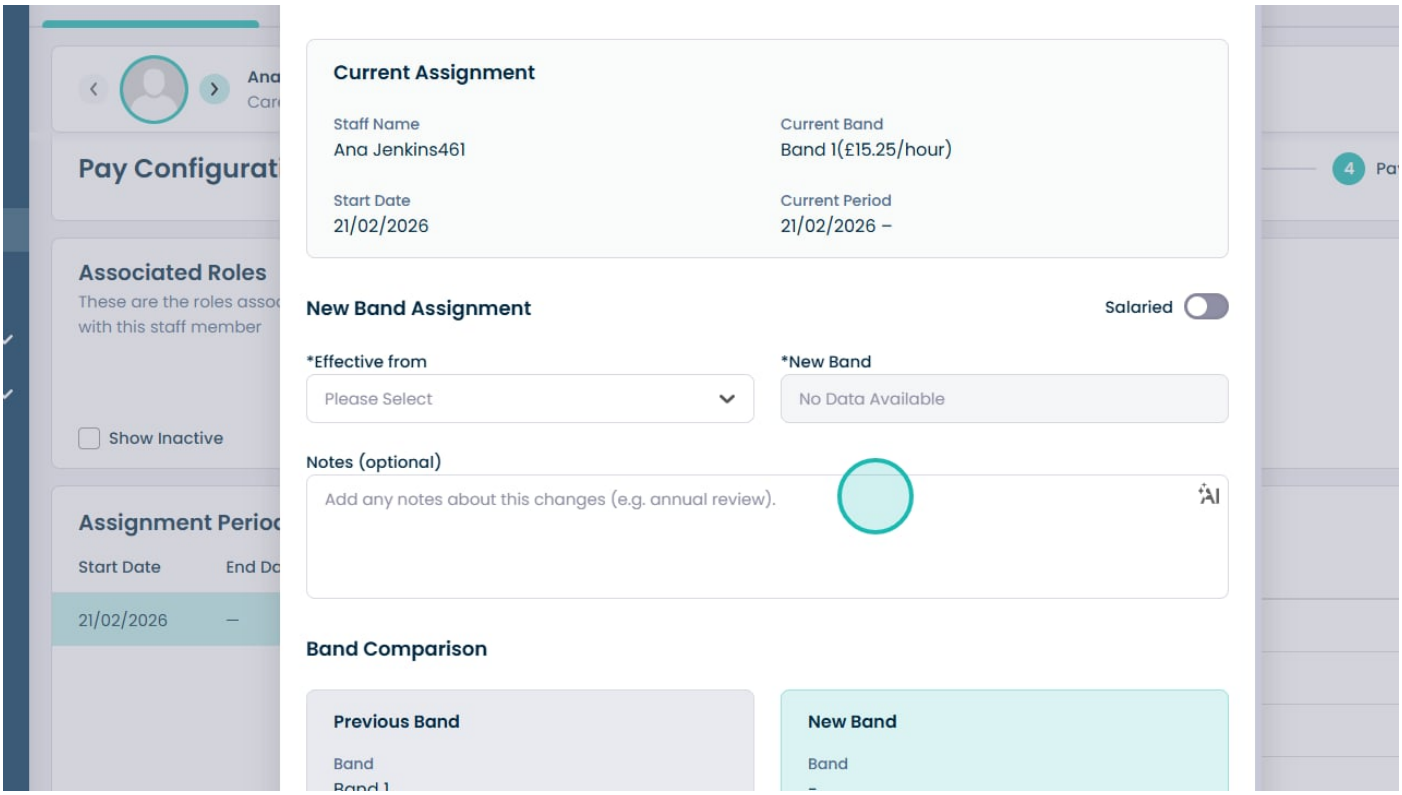
View roles and associated pay rates



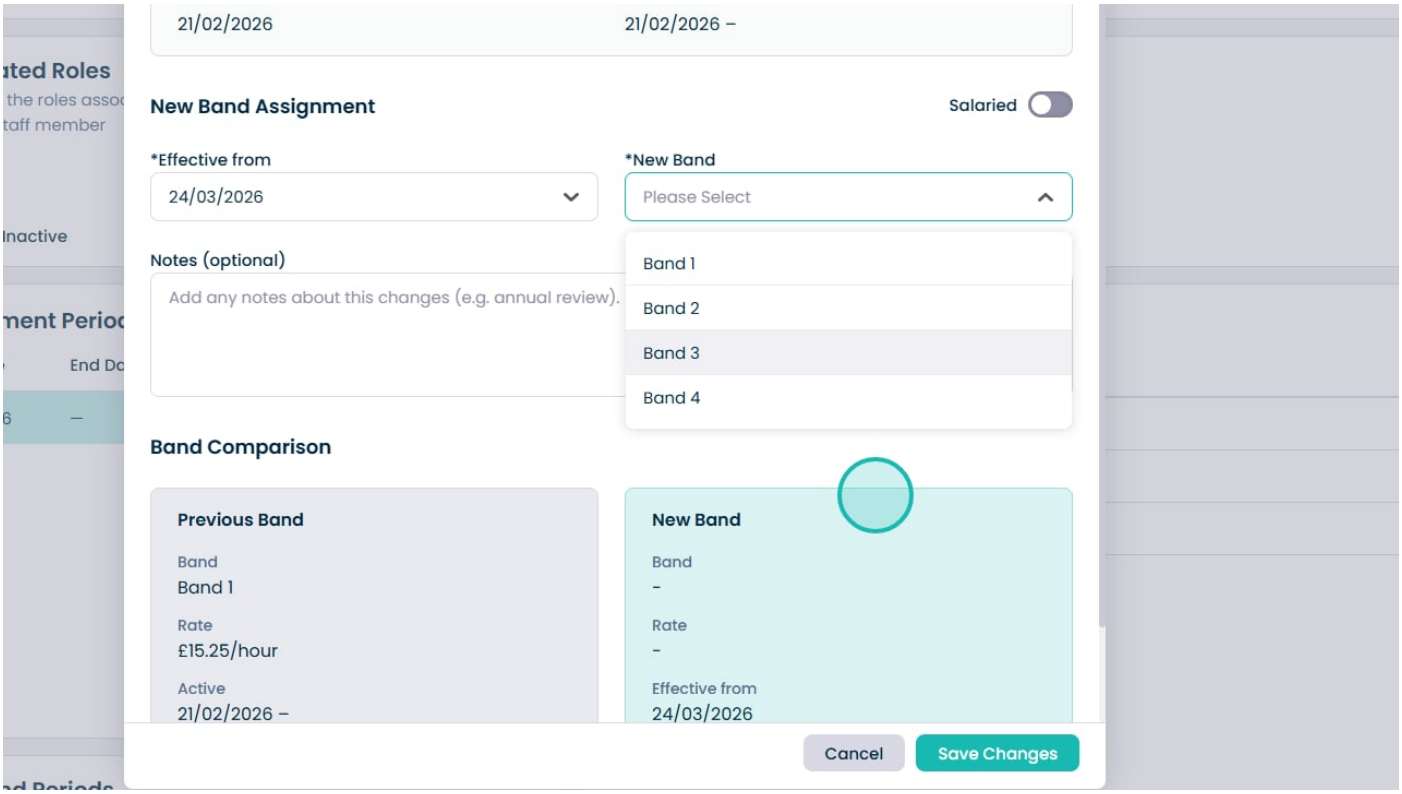
Assign or update a pay band



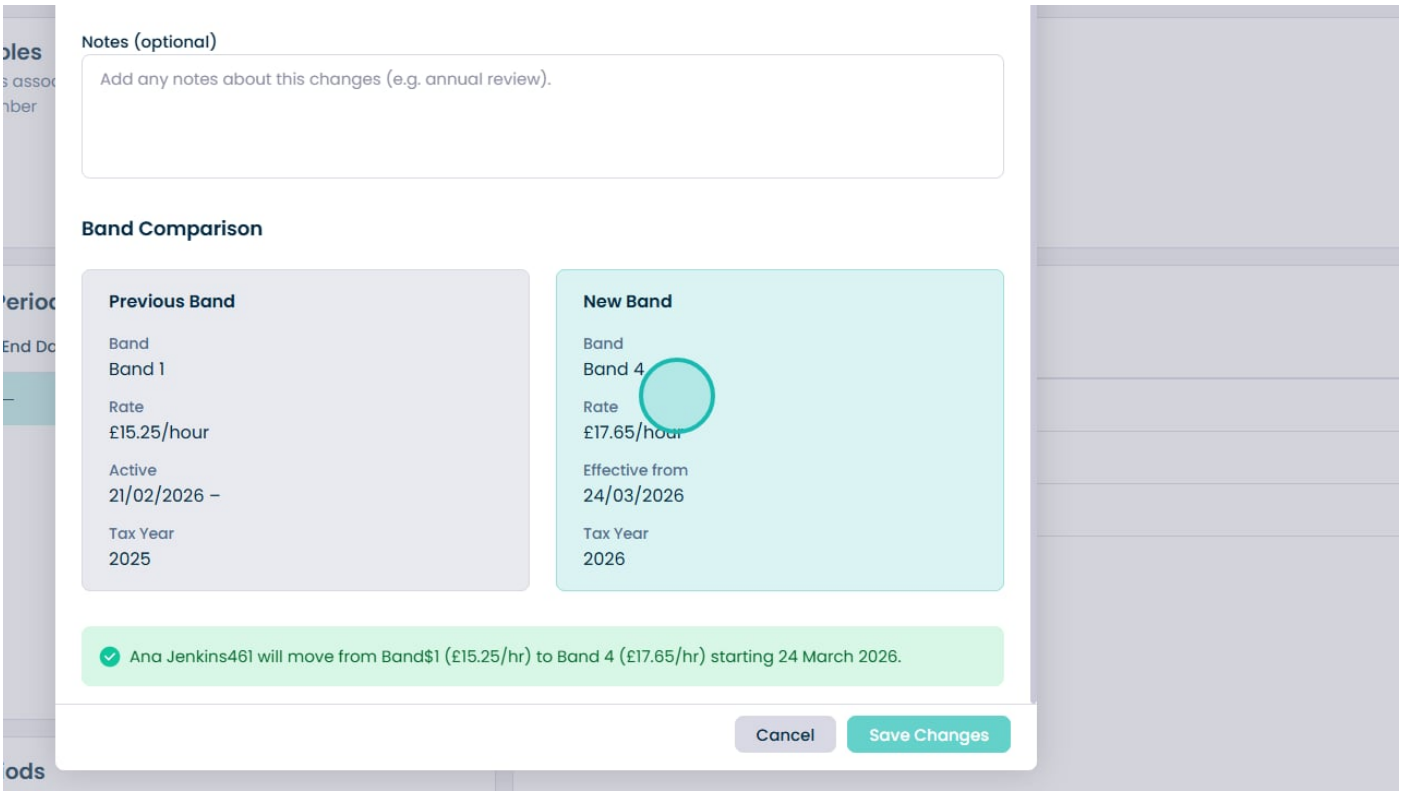
Select the effective start date



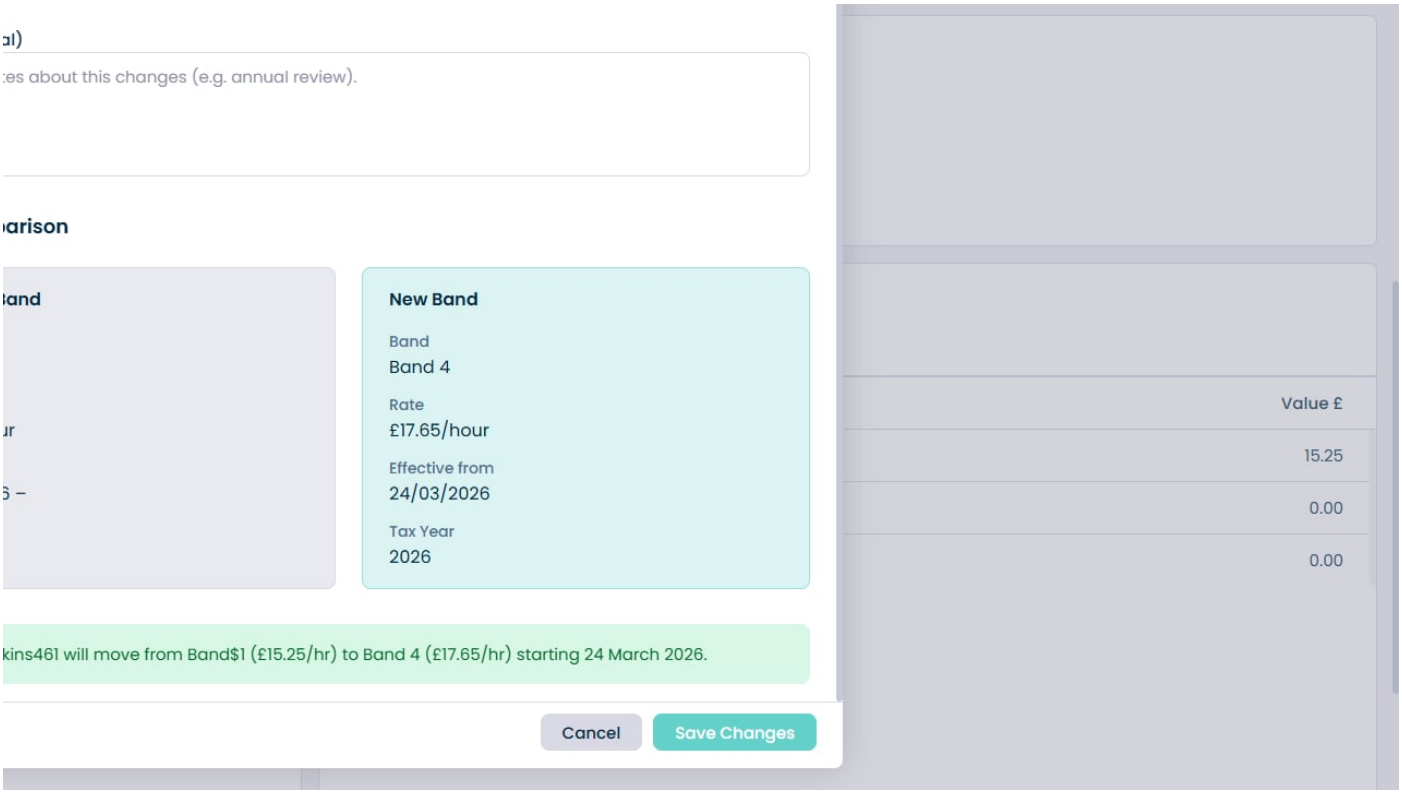
Choose the new pay band



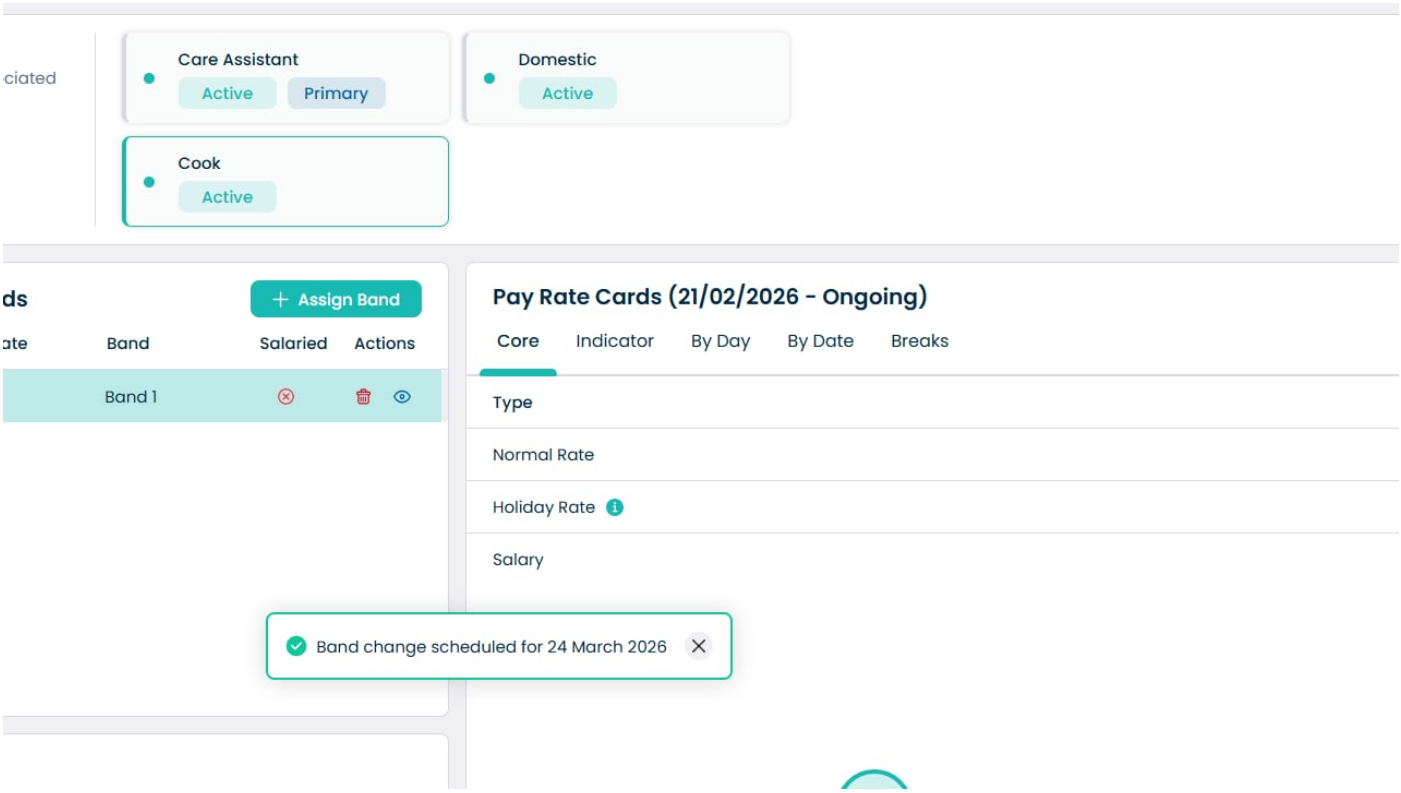
Review pay comparison and effective date



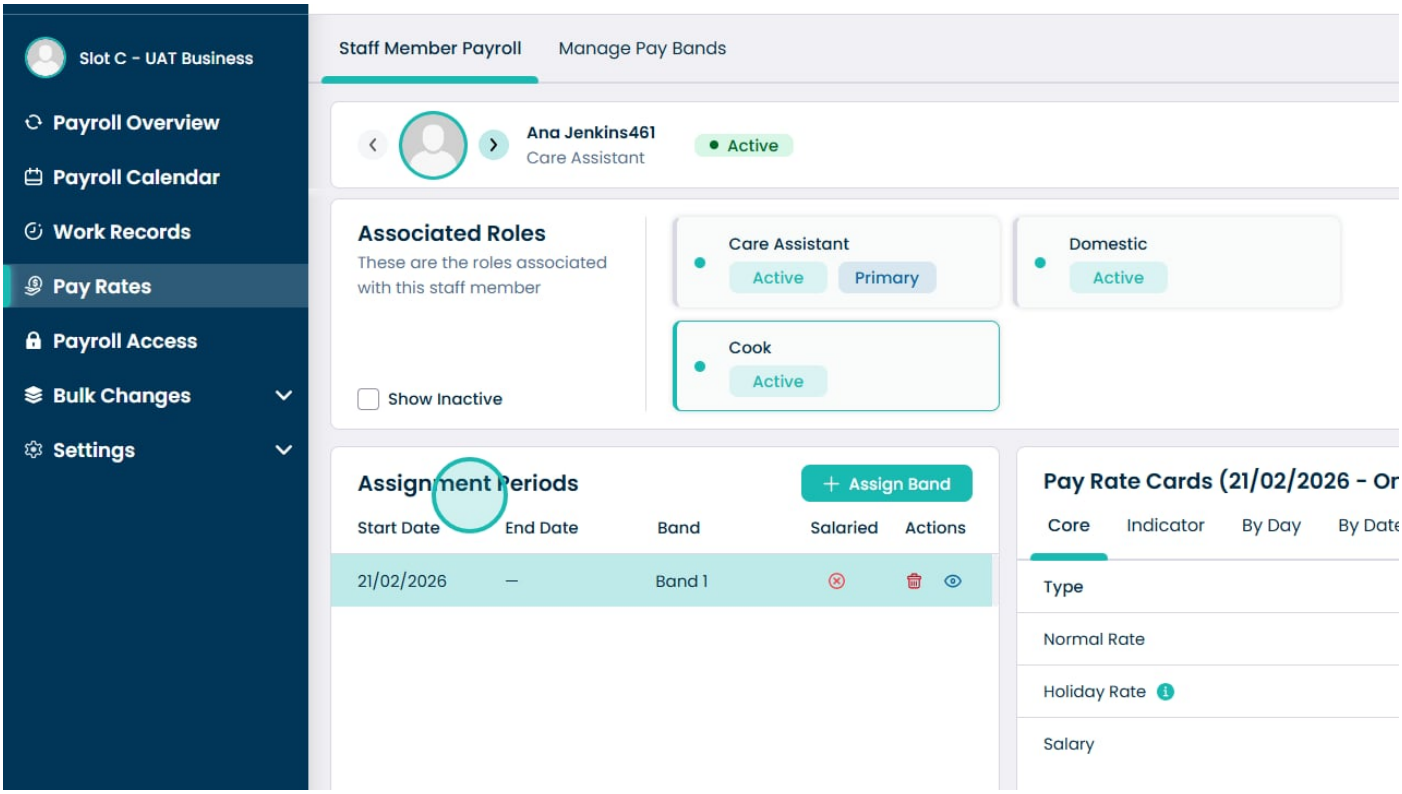
Save pay band changes



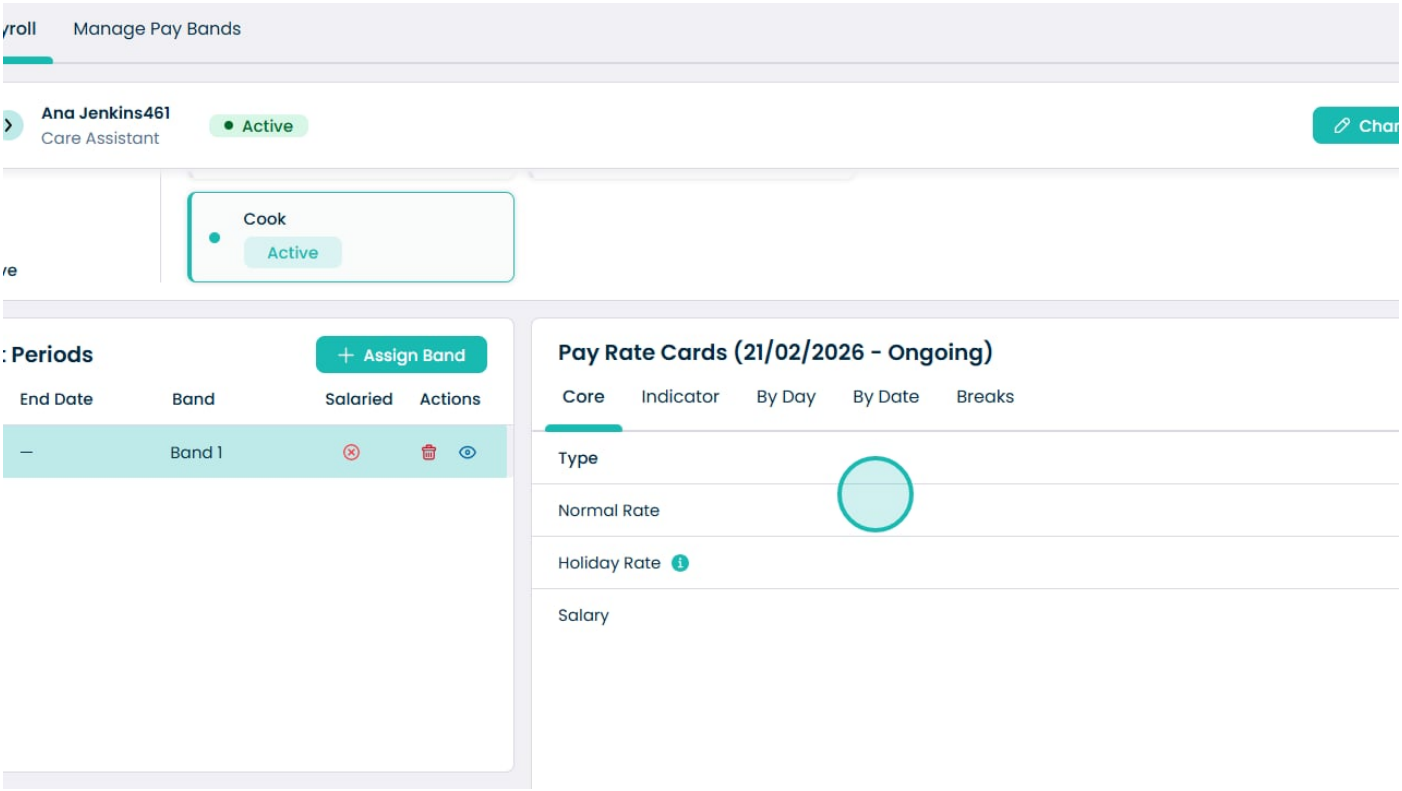
Close the confirmation message



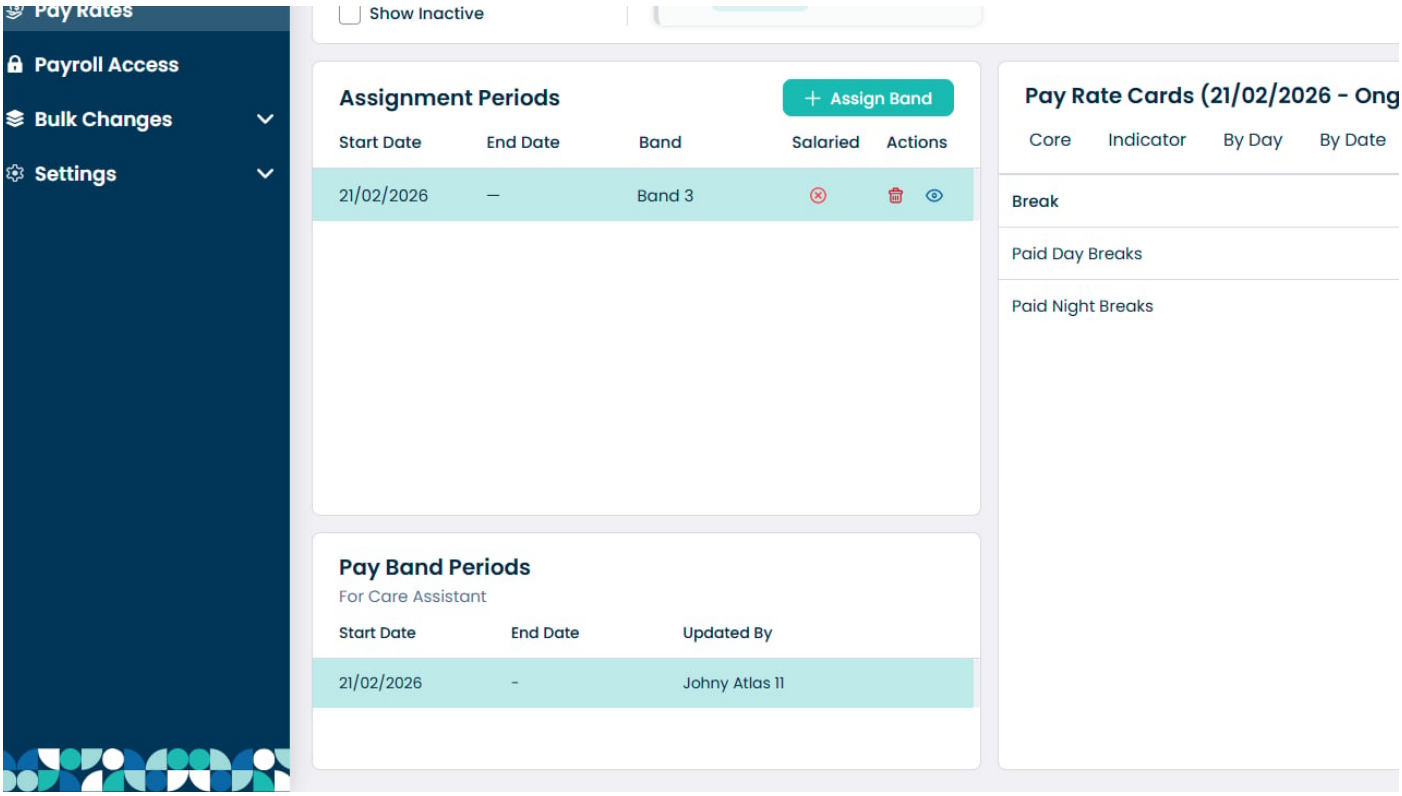
Show inactive roles if needed



View detailed pay rate information



Review pay band history



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- Happy
- Normal
- Sad

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